

CITY OF NEWARK

Delaware

RFP NO. 18-02

STAFF AUGMENTATION FOR INFORMATION TECHNOLOGY- DESKTOP SUPPORT SERVICES

ADDENDUM NO. 2

September 7, 2018

This addendum provides clarification and response to the requests for information (RFI) received via email on August 29, 30, September 5, and 6, 2018.

Question and Response:

Q: Is there a current vendor providing similar services? If yes, what is the name of the vendor and what was last year's expenditure?

R: *Council awarded RFP 17-01 on May 22, 2017. For the terms of the contract, visit <https://de-newark3.civicplus.com/DocumentCenter/View/8673/7A?bidId=>*

Q: Is there any budget limitations for this RFP?

R: *At this time, there is no set budget for the resources outlined in RFP 18-02.*

Q: Will there be mileage reimbursement for the drive to different Delaware sites?

R: *Yes, there will be mileage reimbursement for driving between sites.*

Q: Is there one or two positions?

R: *The City is looking to fill one position.*

Q: Is section C, item 3 referring to the company or the candidate(s) presented in the RFP?

R: *The company*

Q: Is there a template that should be used?

R: *No specific template is necessary.*

Q: In regard to section C, item 4, do you want engagements listed in the Desktop Support space with other governments? Or what has been done with the City specifically?

R: *The company's engagement related to desktop support.*

Q: Is section C, item 6 requiring us to get a right to represent for the candidates we submit through the RFP?

R: *The City is requesting a statement from prospective vendors that if a conflict arises, the nature of the conflict is to be revealed, as well as a statement outlining which engagement would be separated.*

Q: Does this RFP act as the “interview” for the candidates? Or will individual candidates need to be interviewed?

R: *The City requests the opportunity to review resumes of potential candidates and reserves the right to interview applicants prior to making a final decision.*

Q: Provide the number of full time employees utilized under this contract previously.

R: *One*

Q: Is this a requirement for single, full-time resource? What is the labor category?

R: *Yes, desktop support*

Q: Is the incumbent open to bid again on this RFP?

R: *Yes*

Q: Is this City requiring vendors to showcase the experience and capability of the assigned staff or the company?

R: *The company*

Q: What is required to be submitted under “Basis for Fees”?

R: *Any and all costs that will be associated with this RFP.*